



PEACE CORPS/ZAMBIA
PROVINCIAL PROGRAM ASSISTANT: VA- 03/2021

Peace Corps/Zambia wishes to invite applications from suitably qualified persons to fill the position of Provincial Program Assistant (PPA)

Location: Mongu, Western Province

Work Schedule: Full Time 44 hours/Week

Starting Salary: ZMW 148,788.00/Annum

General Description:

The Provincial Program Assistant (PPA) reports to the Provincial Program Coordinator (PPC). S/he provides volunteer support, performs maintenance and related tasks, and is the official provincial driver for the provincial office and resource center to which they are assigned. This position will work closely with the PPC, the Motorpool Coordinator in Lusaka, and the Director of Provincial Operations and Program Performance. S/he will also work closely with Volunteers in the province. The PPA will occasionally be asked to be acting Provincial Program Coordinator in their absence.

Tasks & Deliverables

Volunteer Support:

- Provide administrative, technical and emotional support to all the Volunteers (PCVs) in the province;
- Facilitate cultural integration of PCVs through counseling and coaching to solve problems arising due to cultural integration issues with host families, counterparts and other community representatives;
- Conduct a monthly cell phone check-in with all Peace Corps Volunteers (PCVs) in the province;
- Conduct site visits in coordination with relevant staff (PPC, DPT, Project Managers, Training Specialists, DPOPP) and PCVLs;
- Contact the appropriate staff in Zambia when problems arise with Volunteers to ensure effective communication with and responses by staff concerned;
- Assist, and respond, with all necessary logistics in the event of a medical or personal emergency or evacuation.

Site Management:

Following the Peace Corps guidelines, in coordination with PC staff and community members, the PPA will be responsible for the following activities:

- Ongoing site management and documentation
 - Ensure that housing is completed to Peace Corps standards before the arrival of new Volunteers. Work with local communities and host organizations to make sure housing criteria is followed.
 - Ensure that all forms detailed in the PCZ site development manual are completed within the given timelines.
 - Maintain site development files for every site and save completed forms in the appropriate site files on the shared drive within stated timelines.

Vehicle/ Driving Responsibilities:

- Carry a valid Zambian driver's license at all times when driving.
- Ensure that all appropriate vehicle documentation is copied and carried with the vehicle at all times.
- Adhere to all Peace Corps Zambia driving guidelines, GRZ motor-vehicle laws, and DriveCam policies without exception.
- Drive the vehicle at safe speeds and ensure that official passengers' safety is their main concern at all times.
- Never drive the vehicle after dark without prior approval from the Director of Management and Operations (DMO) or designee.
- Any accident, no matter how small, must be immediately reported to the PPC and Motorpool Coordinator; all accidents will also be recorded by the camera system on all official vehicles.
- Ensure regular maintenance and management of Peace Corps vehicles including the maintenance of accurate vehicle mileage logs for all official travel, and providing an up-to-date fuel ledger and monthly reports regarding mileage and fuel consumption to the PPC and Motorpool Coordinator. Complete maintenance of vehicles as needed.
- Inform the PPC immediately if the vehicle develops problems that cannot be dealt with in the province.
- Under no circumstances may the PGSA use vehicles for any personal reason. All travel must be authorized by the Country Director (CD), Director of Provincial Operations and Program Performance (DPOPP), DMO, Director of Programming and Training (DPT), or the PPC. Vehicles are to be used strictly for Volunteer support and/or Peace Corps-related support.

Travel Responsibilities:

- Carry only official Peace Corps personnel or approved persons in the vehicle. Casual passengers are under no circumstance allowed to be transported in the Peace Corps motor vehicle.
- Coordinate with the PPC and Motorpool Coordinator about who, what, when and where the vehicle needs to go. In this endeavor, the PPA is expected to create a calendar of events so that vehicle bookings are adequately planned. This calendar will be planned in co-ordination with all staff on a quarterly basis.
- Ensure that all trips are approved in advance by the PPC, DPOPP, and DMO or designee.
- Coordinate transportation for medical emergencies with the Peace Corps Medical Officers, the DPOPP and the Volunteer.
- In collaboration with the Safety and Security team members, ensure that maps and access to all sites in the province are accurate and updated.

House and Bike Maintenance:

- Assist in maintenance around the provincial office as identified by any member of the provincial team (including PCVLs). Such work should be carried out only with authorization from the PPC and all bills and receipts accounted for accordingly.
- Maintain generator and completion generator fuel and service log.
- Keep and maintain an inventory of all Peace Corps fixtures and fittings in collaboration with the PPC and PCVL.
- Teach and assist volunteers with bike maintenance, and when traveling on site visits, be prepared to help when needed.
- Maintain inventory of bike parts at the provincial house and request additional parts as needed.

Other duties as may be assigned**Required Qualifications**

In order to be selected for this position, the applicant must be legally eligible to work in Zambia, must not have been employed in intelligence-related activities, and must submit an application that clearly documents how they meet each of the following requirements:

- Successful completion secondary school including advanced certification in the field of Administration/ Logistics/Procurement or related fields. Possession of a diploma in the field of Administration/ Logistics/

- Procurement or related fields will be an added advantage.
- Minimum of three years' work experience in the field of Administration/Logistics/Procurement or related fields. Professional experience with a donor funded, multi-cultural organization will be an added advantage. Professional work experience in Western Province will be an added advantage.
 - Proficiency in oral and written English. Good working knowledge of the commonly (spoken and written) local language (Lozi) will be an added advantage.
 - Knowledge of MS Office computer applications (Word, Excel, Outlook).
 - Work experience in construction and/or maintenance work and experience with bike maintenance.
 - Must have a valid Zambian driver's license of class C level or better with a minimum of 5 years driving experience including demonstrated ability to drive manual 4x4 vehicles. Experience in basic vehicle maintenance and repair will be an added advantage.

Applications and supporting documentation including cover letter, CV, educational certifications, driving license, and at least three traceable references that clearly documents how you meet each of the above requirements must be submitted by close of business **December 22, 2021**.

Only email applications will be accepted and should be addressed to:

Email: ZM-Jobs@peacecorps.gov clearly stating your name and position applied for in the subject line of your email

(E.g. John Doe, Provincial Program Assistant)

Only short-listed candidates will be notified and no telephone inquiries will be entertained.

The United States Peace Corps is an Equal Opportunity Employer.